

<p align="center">3 RESPONSIBILITIES</p>	<p align="center">Page 1 of 2</p>
<p align="center">Division of Forensic Science</p> <p align="center">SAFETY MANUAL</p>	<p>Amendment Designator:</p>
	<p>Effective Date: 13-February-2004</p>
<p align="center">3 RESPONSIBILITIES</p> <p>3.1 Director</p> <p>The Director is responsible for the overall health and safety of all DFS employees, contractors and visitors.</p> <p>3.2 Deputy Director</p> <p>The Deputy Director is responsible for DFS wide implementation of the Program and this Manual, and shares responsibility for health and safety (H&S) compliance and enforcement in the Central Laboratory with the Central Laboratory Director. The Deputy Director is also responsible for certain issues pertaining to the Central Office of the Chief Medical Examiner (OCME) employees; specifically, maintenance (and repair, as necessary) of building H&S components and fixtures (e.g., ventilation system, eyewashes, safety showers, and fire extinguishers), and coordination with OCME personnel in an emergency or evacuation (Central Laboratory Regional Operating Procedure (ROP) 5). The Deputy Director shall review recommended revisions to this document.</p> <p>3.3 Laboratory Directors</p> <p>The Central Laboratory Director shares responsibility for H&S compliance and enforcement in the Central Laboratory with the Deputy Director. Regional Laboratory Directors are responsible for H&S implementation, compliance, and enforcement within their laboratories. Western and Northern Directors are also responsible for regional OCME building components and fixtures, and coordination with OCME personnel in emergencies or evacuations (see appropriate ROPs). Regional Directors shall suggest and/or approve Safety Officers for their laboratories. Laboratory Directors will provide input to the Safety Committee and recommend proposed changes in the Program and this Manual to the Deputy Director.</p> <p>3.4 Safety Coordinator</p> <p>The Safety Coordinator is responsible for:</p> <ul style="list-style-type: none"> ▪ maintaining, reviewing and updating the Program and this Manual as necessary to comply with applicable DFS policies and Federal, State and local regulations, ▪ maintaining a knowledge of current and state of the art H&S practices, equipment and regulations, ▪ advising the Deputy Director on H&S matters, ▪ assisting the Deputy Director by assuming day to day management of the safety program, ▪ chairing the Safety Committee, ▪ planning, directing, performing and documenting H&S training, ▪ maintaining H&S records and other pertinent H&S information, ▪ planning, directing, performing and documenting inspections of H&S practices, equipment maintenance, and record keeping in each laboratory, ▪ conducting, supervising, appraising and documenting accident investigations, ▪ approving all major safety related purchases, ▪ providing an annual report to the Deputy Director summarizing the findings of the inspections performed in the last year, and ▪ acting as the Chemical Hygiene Officer (CHO) and as the Program Administrator (PA) for the Respiratory Protection Program. <p>3.5 Safety Officers</p> <p>Regional Laboratory Safety Officers are responsible for:</p> <ul style="list-style-type: none"> • supporting and/or performing the duties of the Safety Coordinator at each Laboratory, and • assisting the Regional Laboratory Directors in the implementation of the Program in their laboratories. 	

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<p>3.6 Supervisors</p> <p>ALL supervisory personnel are responsible for insuring that subordinate personnel are aware of and comply with the Program and this Manual.</p> <p>3.7 Employees</p> <p>ALL employees are responsible for familiarity with and adherence to the Program, including all applicable requirements and guidelines in this Manual. Employees who supervise or escort non-employees within Division buildings are also responsible for ensuring those persons are aware of any applicable requirements or guidelines.</p> <p align="right">◆ End</p>	